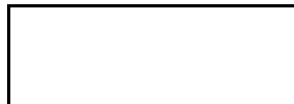


MEMORANDUM FOR : Administrative Officer,  
Office of Personnel

SUBJECT : Space Requirements

1. This memorandum requests and justifies allocation of space in South Building for our Insurance Branch.
2. Some time ago, this Office submitted to the Director of Personnel a proposed dental plan which would provide limited reimbursement to our employees of dental expenses which they incur for themselves and their families. The proposal was ultimately reviewed and approved by higher authority subject to further development of the means by which the program would be announced and implemented. The proposal also specified that seven new positions would be needed to implement the dental program and it is in this connection that we are submitting this memorandum.
3. At the present time, Rooms 222 and 224 in South Building, which are in the same area as current Insurance Branch space, are vacant. For reasons of sound management, proper supervision, and overall control, we would like to have these vacant rooms allocated to our Insurance Branch for use by those employees who will be working on the new dental plan. Space will have to be made available in order to implement this new program and the space we have identified is the most logical and desirable. In this connection, it is our understanding that these vacant rooms were originally allocated to the Office of Personnel at the time of the initial transfer of OP units to South Building.



Acting Chief, Benefits and Services Division

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TO ALL EMPLOYEES:

In keeping with the objectives of your Association to provide you with the finest services possible, it is a pleasure to announce that arrangements have been made to make available to you an outstanding plan of Comprehensive Dental Health Care. The plan is underwritten by Mutual of Omaha, who is also our Association Benefit Plan carrier. Implementation, of course, depends upon a large percentage of participation.

The insured may elect the licensed dentist of his choice. The dentist takes part in the program only to the extent that he performs the work and fills out a simple treatment and claim form. The insured may assign his benefits to the dentist or receive them directly, depending on his individual security level.

No contractual agreement exists between the dentist and the insurance company, and the insurance company will not involve itself in the doctor-patient relationship.

Attached for your review is a complete outline of this plan, which has been designed especially for you.

It is our sincere hope that all of you will take advantage of this excellent opportunity and enroll now. Indicate a desire to enroll by completing the form at the end of the brochure and return it to the Insurance Branch, Room 1 J 33 Headquarters Building.

*IR file copy*

Chief, ADPD

December 10, 1962

Chief, BSD/OP

Implementation of IBM Card System in Cashiers' Office

1. As a result of discussions with representatives of your Office, the following agreements were reached insofar as a time schedule for this cut-over is concerned:

a. IBM lists, for checking purposes, will be in the hands of the Insurance Branch in time for start of business at 7:30 a.m. on Saturday, February 2, 1963.

b. The new IBM receipt booklets will be available for distribution to policyholders in time for opening of business at 10:00 a.m. on Tuesday, February 5, 1963.

2. Due to administrative difficulties in a cut-over of this type, I am sure you will agree that for this to be done in a manner causing the least inconvenience to all concerned, we will now operate on the assumption that these deadlines will be met by your office.



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